



## **PREVENTION MANUAL**

### **CONSTRUCTION REQUIREMENTS**

#### **404.3 RED TAG/STOP WORK ORDER**

**EFFECTIVE: JANUARY 2008**

## **SCOPE**

Procedures for issuing a Red Tag/Stop Work Order.

## **PURPOSE**

The purpose of this policy is to outline the requirements for posting a Red Tag/Stop Work Order.

## **BACKGROUND**

The purpose of a Red Tag/Stop Work Order is to post a building or premises against use or occupancy because of violations which present a distinct hazard as noted in the California Fire Code, or fire department policy. A Red Tag/Stop Work Order may also be used to prohibit additional work (usually construction at a job site) until specific code or other requirements are met.

The most common use of this action will be at construction sites that have combustibles on-site without the approved required access and/or firefighting water supply in place. Once a building, site or operation is has been "Red Tagged", the only work or temporary occupancy permitted are those necessary to bring the site into compliance. Once the distinct hazard or code requirements have been addressed and approved by the Fire Marshal (or designee) work or occupancy at the site may resume. No "Red Tags" shall be issued without prior approval from the Fire Marshal (or designee).

## **PROCEDURE FOR POSTING A RED TAG/STOP WORK ORDER**

Following are the standard procedures for posting a Red Tag/Stop Work Order:

If a site is discovered to be out of compliance with construction requirements or has a distinct hazard as noted in the California Fire Code or fire department policy, staff shall compile a list of all non-compliant issues found and immediately contact the Fire Marshal, a Supervising Fire Prevention Inspector, or a Senior Fire Prevention Inspector for assistance and further direction.

## WHEN POSTING A RED TAG/STOP WORK ORDER:

With direction from a Supervising Inspector/Senior Inspector:

1. Red Tag/Stop Work Order form(s) shall be completed and prominently posted at each entrance of the premises or site.
2. The building premises shall be evacuated and all operations (except those noted above) ceased.
3. Obtain photographs of each violation.
4. Prepare an FD-4 form and notice the general contractor, owner, or occupant in charge at the site. Note on the form, "Red Tag/Stop Work Order Posted".
5. Upon return to headquarters, enter the information into the Records Management System and send a letter to the premises owner(s) and occupant(s) with the list of violations to be corrected. Notify support staff to cancel all previously scheduled construction appointments and to not schedule any other inspections at the site until further notice.
6. Contact City of Fresno Development Department Records at (559) 621-8019 for coordination if a construction site is involved.
7. In addition, for any or all violations not related solely to Fire, contact Code Enforcement at (559) 621-8400.
8. Once the hazards or other requirements have been addressed and approved per the Fire Marshal (or designee) additional inspections may resume.